



CADPAC Certification Subcommittee

**Minutes
March 16, 2007**

I. Welcome and Attendance

Judge Gull opened the meeting at 10:00am. The meeting was held at the Indiana Judicial Center, Room 1068.

Members present: Hon. Fran Gull, Hon. Bob Witham, Todd McCormack, Jodi Rittman, Denise Benjamin, Bernie Burns, Cindy McCoy, Tammy O'Neill

IJC Staff: Lori Harmon, Lisa White, Jen Weber

II. Minutes

Minutes from the February 16, 2006 meeting were emailed prior to this meeting. The minutes were approved on a motion and second from Judge Witham and Ms. Rittman.

III. Rules Revisions

Ms. Harmon provided the members with handouts of program and public comment as well as from Policy Subcommittee and an absent subcommittee member, Ms. Wanda Harper. All comments were thoroughly reviewed. Discussion included some of the following member remarks:

1. Even though a delineation between transfer and referral is being made, the problem still will not be solved. This will be an on-going issue for some time to come. Some programs may even do an assessment before "referring" to ensure they can collect a higher fee.
2. If the test is not required within one year, people will procrastinate just as they did in 2005 and 2006. It is not a matter of trust, the testing timeline has been left to the discretion of the directors to this point and it has not worked.
3. Staff may just take the test and not be prepared the first time—that happens now; hopefully the training incentive will lessen this occurrence.
4. The one year requirement sets a standard—it is easy to let things go when you know you have a long time to get them done. This way programs will begin preparing from the start.

5. Attorneys are required to test by a certain date; it is the nature of the beast, if we don't have a timeline, then most people won't do it. It may be the same with the one-year requirement.
6. Two things were noticed in the program comment meeting—a new young probation officer director did not see these requirements as difficult and there was an initial concern about watering down the credential with the training incentive. This was alleviated with Todd's explanation at the program comment meeting.
7. Don't want to continue looking second best to the probation officers in the state.
8. Todd very eloquently stated the explanation for these revisions at the program comment meeting and then everyone who attended both seemed to forget the statement at the ICCADS meeting.
9. We don't want other subcommittees, programs, or ICCADS to think we don't consider their comments. The comments were welcome, respected, and considered thoughtfully. Discussed all comments and their impact on programs statewide.

The members did notice a potential conflict in requiring those staff hired between January 1 – June 14, 2007 to take the test within one year. The decision was made to have staff attorney, Jen Weber, draft a policy that will be sent to all programs indicating administratively all staff hired during this time will be given one full year to take test from the date of passage by the board of directors. A motion/second was made by Ms. Rittman/Ms. Benjamin to request approval of the Section 28 revision to commentary. The members approved with a vote of 6-1. A motion/second was then made by Ms. Rittman/Judge Witham to request approval from CADPAC for the Section 30 revisions as originally proposed. This motion was approved unanimously.

IV. Placement Criteria Development

Judge Gull facilitated discussion regarding the placement criteria that would be used by all programs. Ms. Harmon provided a revised draft of criteria that included changes made by the subcommittee at the last meeting. Judge Gull indicated there is a need to convey to all programs the need to document the evidence used to make an appropriate referral. The members agreed to initiate a workgroup to include program assessors who will be asked to develop placement criteria that can be used in a pilot format with programs across the state. The workgroup will use the drafts Ms. Harmon developed as a starting point. The subcommittee agreed to ask the following program directors and staff to participate, with Jodi Rittman from Greenwood City chairing:

Susan Rees—Marion County
 Steve Pifer—Marshall County
 Linda Murawski—Knox County
 Denise Benjamin—Lake County
 Jim Broughton—Howard County
 Scott Filley—Elkhart County
 Nat Bryan—Jay County
 Wanda Harper—Lawrence County

Judge Gull asked Ms. Rittman to provide preliminary recommendations in six months with an update on the workgroups progress at each meeting.

V. CSAMS Update

1. Ms. Harmon provided members with the results of the March 2007 written test. Six candidates took it in March with four passing.
2. A new PNCO will be developed to request training proposals. The current contract is valid until early fall 2007 and the IJC is looking at extending that contract to the end of the year to allow for an easier annual training calendar. Members indicated the trainers need to be charismatic. There needs to be a balance between presentation of the material and content.
3. Ms. Harmon indicated the CSAMS Test Revision Workgroup is scheduled to meet April 3rd. Mr. Burns was asked to chair the workgroup and provide updates on their progress at future meetings.

VI. Certification Status Update

Ms. Harmon provided an updated report on the current status program certifications. Only one program still needs a final review for recertification. Ms. White is continues to work with the supervising judge on the areas of concern. Ms. Harmon reported she had a recent discussion with the supervising judge, who indicated interest in keeping the program certified.

VII. New Business—No new business was brought to the attention of the subcommittee.

VIII. Adjournment and Next Meeting

Judge Gull adjourned the meeting at 1:00pm. The next subcommittee meeting is scheduled for **May 18, 2007** at the Indiana Judicial Center, Conference Room 1373 (13th floor) from 9:00am – 12:00pm. Future meetings for 2007 are as follows: August 17 and November 16, 2007.

Respectfully Submitted,

Lori Harmon

Lori Harmon
CADP Assistant Administrator

April 4, 2007